

40TH DAY AND 100TH DAY COURSE ENROLLMENT REPORTING

Policy Citations

In alignment with A.R.S. § 15-902.I CTE requires districts to report Career and Technical Education student enrollment data to the Department of Education within twelve days after the district's 40th day in session and the district's 100th day in session.

Carl D. Perkins Career and Technical Education Act of 2006 Section 113(b)(4)(C)(i-iv) requires local education agencies receiving funding to report disaggregated enrollment and performance data to the state/eligible agency.

Carl D. Perkins Career and Technical Education Act of 2006 Section 122(c)(13) The state agency must ensure that the data reported from local agencies are complete, accurate, and reliable.

Carl D. Perkins Career and Technical Education Act of 2006 Sections 134(b)(6) "...support Career and Technical Education programs that provide services and activities that are of sufficient size, scope and quality to bring about improvement in the quality of CTE programs."

EDGAR 34 CFR 80.40 requires that states monitor and report program performance.




Annual Arizona Appropriation Bill describes the intention of the Arizona legislature to fund the Career and Technical Education State Block Grant. This funding occurs through general appropriations for supplemental funding linked to numbers of pupils in such programs and to numbers of program Concentrators who enter jobs in fields directly related to their high school CTE program.


High schools report CTE course enrollment data to the Department of Education for any active programs listed in a school's CTE Program Profile Table. A school's Program Profile Table is accessed on the ADE CTE website at:

<http://www.ade.az.gov/PerfMeasures/splash.asp>



Log in with your district UserID and password; click on **Administrative** and **Program Profile**, then select the name of the school to view a list of active programs approved for participation in CTE enrollment and other reporting for the current year.

Sample Program Profile Table

<div>  <div> Arizona Department of Education Internet Data Submission Application </div> <div>  Home  Exit </div> </div>																																																																																																																													
<div> <div> Placement Concentrator Enrollment Basic Grant Maintenance Administrative - Post Sec Schl - Program Profile - Profile History Reporting </div> <div> Click on Post Sec Schl to add/view Post Secondary Schools </div> </div>																																																																																																																													
<div> <div> Active Programs </div> <table> <tr> <th>Program Number</th><th>Program/Option Name</th><th>NOI Status</th><th>Most Recent Birth Date</th><th>Most Recent Inactive Date</th><th>Action</th></tr> <tr><td>510800</td><td>Allied Health Services</td><td>Approved</td><td>7/1/2004</td><td></td><td></td></tr> <tr><td>510800</td><td>- Sports Medicine & Rehabilitation Svs - Opt D</td><td>Approved</td><td>7/1/2007</td><td></td><td></td></tr> <tr><td>100200</td><td>Audio/Visual Technology</td><td>Approved</td><td>7/1/2006</td><td></td><td></td></tr> <tr><td>100200</td><td>- Electronic Journalism - Opt A</td><td>Approved</td><td>7/1/2007</td><td></td><td></td></tr> <tr><td>470600</td><td>Automotive Technologies</td><td>Provisional Approval</td><td>7/1/2008</td><td></td><td></td></tr> <tr><td>470600</td><td>- Automotive Technology - Opt A</td><td>Provisional Approval</td><td>7/1/2008</td><td></td><td></td></tr> <tr><td>520200</td><td>Business Mgmt & Admin Services</td><td>Approved</td><td>7/1/2005</td><td></td><td></td></tr> <tr><td>460400</td><td>Construction Technologies</td><td>Reapproved</td><td>7/1/2007</td><td></td><td></td></tr> <tr><td>131210</td><td>Early Childhood Education</td><td>Reapproved</td><td>7/1/2004</td><td></td><td></td></tr> <tr><td>131200</td><td>Education Professions</td><td>Approved</td><td>7/1/2004</td><td></td><td></td></tr> <tr><td>151200</td><td>Information Technology</td><td>Approved</td><td>7/1/2006</td><td></td><td></td></tr> <tr><td>151200</td><td>- Computer Maintenance - Opt A</td><td>Approved</td><td>7/1/2007</td><td></td><td></td></tr> <tr><td>151200</td><td>- Network Technology - Opt B</td><td>Approved</td><td>7/1/2007</td><td></td><td></td></tr> <tr><td>151200</td><td>- Software Development - Opt C</td><td>Approved</td><td>7/1/2007</td><td></td><td></td></tr> <tr><td>430100</td><td>Law Public Safety and Security</td><td>Approved</td><td>7/1/2004</td><td></td><td></td></tr> <tr><td>521800</td><td>Marketing Management and Entrepreneurship</td><td>Reapproved</td><td>7/1/2004</td><td></td><td></td></tr> <tr><td>521800</td><td>- Professional Sales and Marketing - Opt A</td><td>Approved</td><td>7/1/2007</td><td></td><td></td></tr> <tr><td>511600</td><td>Nursing Services</td><td>Approved</td><td>7/1/2005</td><td></td><td></td></tr> </table> <div> Inactive Programs <table> <tr> <th>Program Number</th><th>Program/Option Name</th><th>NOI Status</th><th>Most Recent Birth Date</th><th>Most Recent Inactive</th><th></th></tr> </table> </div> </div>						Program Number	Program/Option Name	NOI Status	Most Recent Birth Date	Most Recent Inactive Date	Action	510800	Allied Health Services	Approved	7/1/2004			510800	- Sports Medicine & Rehabilitation Svs - Opt D	Approved	7/1/2007			100200	Audio/Visual Technology	Approved	7/1/2006			100200	- Electronic Journalism - Opt A	Approved	7/1/2007			470600	Automotive Technologies	Provisional Approval	7/1/2008			470600	- Automotive Technology - Opt A	Provisional Approval	7/1/2008			520200	Business Mgmt & Admin Services	Approved	7/1/2005			460400	Construction Technologies	Reapproved	7/1/2007			131210	Early Childhood Education	Reapproved	7/1/2004			131200	Education Professions	Approved	7/1/2004			151200	Information Technology	Approved	7/1/2006			151200	- Computer Maintenance - Opt A	Approved	7/1/2007			151200	- Network Technology - Opt B	Approved	7/1/2007			151200	- Software Development - Opt C	Approved	7/1/2007			430100	Law Public Safety and Security	Approved	7/1/2004			521800	Marketing Management and Entrepreneurship	Reapproved	7/1/2004			521800	- Professional Sales and Marketing - Opt A	Approved	7/1/2007			511600	Nursing Services	Approved	7/1/2005			Program Number	Program/Option Name	NOI Status	Most Recent Birth Date	Most Recent Inactive	
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Arizona Department of Education
Internet Data Submission Application

 Home
 Exit

Placement
Concentrator
Maintenance
Administrative
- Post Sec Schl
- Program Profile
- Profile History
Reporting

Click on Post
Sec Schl to
add/view Post
Secondary
Schools

Select the School You want to work on

School To Work

Choose a School
-Select a School-

OR Select a CTDS
-OR Select a CTDS-

Go

Select Administrative

Select Program Profile

The 40th Day and 100th Day average enrollment counts represent part of the data used to determine CTE State Block Grant formula funding. This enrollment collection system emulates the state Average Daily Membership (ADM) reporting system used for general education funding. The difference is that ADM requires students be counted every day during the school year and calculates a daily average for the year. The CTE enrollment system captures actual enrollment on the 40th day and 100th day of school and averages the two enrollment counts.

Example of the Online Enrollment Reporting Screen

Arizona Department of Education
Internet Data Submission Application

2008 Secondary CTE Course Enrollment
40th Day

NEW Delivery System – Career Preparation

Course Enrollment Information			
CTDS	School Name		Fiscal Year
12-34-56-001	SAMPLE SCHOOL		2008
Course Number		Description	
50010011		Performing Arts Fundamentals	

Enrollment Information			
8th digit of Course Number	1	Teacher SSN	*****
Period	2	Minutes per week	250
Number of Weeks	15	Room Number	C1

Enrollment Count by Grade			
Grade 09	1	Grade 10	0
Grade 11	1	Grade 12	0
Grade Total	2		

Enrollment Count by Gender			
Male	2	Female	0

Enrollment Count for Special Populations			
Disabled	0	LEP	0
Econ Disadvantaged	0	Single Parent	0

Articulated Enrollment Count			
Attending Count	0	Attending CTDS	

The 40th day and 100th day forms collect information on CTE courses for every active program a district offers. Since students may be counted in as many CTE courses as they attend, this is a **duplicated enrollment** report. At the present time, high schools report enrollment for any CTE Career Preparation transcribed courses taught as part of any active CTE program. Reported enrollment information includes:

- County, school type, district, and school number (CTDS)
- Classification of Instructional Program (CIP) course number
- Term 1 (40th day) or Term 2 (100th day)
- Period taught
- Number of minutes taught per week
- Number of weeks taught per semester
- Physical room assignment
- Tech Prep
- Teacher name
- Teacher certification number (SSN)
- Grade counts for grades 9, 10, 11 and 12
- Gender counts for males and females
- Special needs counts for Disabled, Limited English Proficient (LEP), Economically Disadvantaged, and Single Parent (A student may only be reported in one special populations category)
- Number of articulated students attending the course in another school within the district, in another district, in a skills center, or on a college campus
- The CTDS number of that off-campus site. Please see the CTDS Numbers section for a complete list of participating CTE schools and their CTDS numbers Values for Enrollment Reporting Elements

CTDS – The CTDS number (County Code, Type Code, District Code, and School) is a unique number assigned by the state and can be obtained from the ADE web site's school search at <http://www.ade.az.gov/edd/>. The number must be accurate to ensure data is correctly credited to the school when either funding or performance results are calculated. A complete list of the CTDS numbers participating in CTE reporting as of the publication date for this Handbook can be found at the section CTDS Numbers.

Classification of Instructional Program (CIP) Course Number – The U.S. Department of Education's standard educational program classification system. It includes a uniform numbering system and description of educational programs. If a district chooses to add a course, prior to the state designated sequence that combines students within a program area into one shared introductory course within the same program area (i.e. FCS, ITE and Business Education); the district will need to identify which Career Preparation program each enrolled student belongs. Enrollment in the combined course must be reported for each student using the appropriate six digit program CIP Code, with the 7th and 8th digit designated as .99 to indicate the course serves more than one program within the same program area. Instructors of such course must be certified to teach all Career Preparation programs for which students are designated. Such course may not replace any course within state designated sequence of instruction for any career preparation program.

Career and Technical Education Program List – Arizona uses a CTE Program List as a means of distributing limited State Enrollment Block Grant Funds to schools. The CTE Program List is reviewed every two years using Arizona Department of Commerce Labor Market Information ten year forecast data to rank CTE programs on the list. Rankings on the CTE Program List are based on a formula that uses average job openings, O*NET scores and average wages. The dynamic nature of the review allows new and emerging programs to join the list and programs with lesser labor demands or enrollments to leave the list.

Internship, COOP, and DCE Courses – Internship, Cooperative Education (COOP), and Diversified Cooperative Education (DCE) courses are reported as part of a coherent sequence of Career Preparation program courses. A CTE program must report a Career Preparation course if reporting an Internship, COOP, or DCE course. An Internship, Cooperative Education (COOP), and Diversified Cooperative Education (DCE) course cannot “stand alone” and will not generate funding without the supporting Career Prep course.

Schools are expected to report only those students who have taken a previous Career Preparation course in the CTE program and are enrolled in the Internship, COOP, or DCE course.

Note: Do not report a student as enrolled in either an Internship, COOP, or DCE course unless they already have completed a Career Preparation course prior to the COOP or DCE course. Schools are expected to continue to enroll students according to local guidelines regarding course prerequisites and class size.

Duplicated Enrollment – Counting every student enrolled in each CTE course, allowing the student to be counted more than once.

Term – Term is a synonym for semester. Term 1 is fall semester; Term 2 is spring semester.

Period – Identifies the class period the course is taught in the daily schedule (i.e., 1, 2, 3 etc.)

Minutes Per Week – Lists the actual number of minutes the class is taught weekly. For example, a class that meets for 45 minutes daily, Monday through Friday, is reported as 225 minutes.

Number of Weeks – Lists the actual number of weeks the class is taught during a normal term. Valid range is between 6 weeks and 20 weeks; the most common semester schedule is 18 weeks.

Room – Identifies the physical room location where the class meets.

Tech Prep – Indicates whether or not the local Tech Prep Consortium Director reports that the program has an articulation agreement on file with one or more community colleges. No changes can be made to the Tech Prep field. The Tech Prep field will be set to the previous year's value.

Certification Number – The unique number assigned to the teaching certificate of the teacher who has the primary responsibility and the majority of time teaching the class. Secondary teachers who do not have a valid CTE teaching certificate for the program on file at the Department of Education by the last day of February and instructors of post secondary programs whose certification information cannot be verified as accurate, will be considered uncertified for the year and funding will not be generated for the course.

Internship – A CTE Internship is a course in the sequence of courses of an approved CTE program. Students must have completed at least one Carnegie unit of Career Preparation instruction in a CTE program prior to enrolling in a CTE Internship. The CTE Internship must be directly related to the CTE program sequence where the credits were earned and offers both paid and unpaid work experience. The Internship course is taught for 225 minutes per week (one class period per day). Students classified as seniors (12th grade) and at least 16 years of age are eligible to participate. A student is eligible for only one CTE Internship credit toward CTE program completion.

Teacher – Lists the name of the teacher who has the primary responsibility and who teaches the class the majority of the time.

Note: The name is required for both secondary and postsecondary teachers reported on CTE enrollment reports. The name will be pulled from the ADE Certification database using the actual certification number of the teacher. If the course is articulated and no actual certification number of the teacher is available on the ADE Certification database, provide the teacher's first and last name and their license number/certificate number.

Teacher Certification for an Articulated Course – The requirements for reporting an articulated course for Course Enrollment have changed to allow a school to report either the actual certification (SSN) number **OR** 9 zeros and the license number/certificate number **and** the teacher's first and last name. An articulated student is defined as a student who:

- attends another school within a district (Shared District Instruction – SDI)
- attends another school district (attends a JTED-sponsored course at another secondary district)
- attends a community college
- attends a skill center (e.g. a cosmetology school)

If **no SSN** is provided for an articulated course, then a license number/certificate number **and** the teacher's first and last name must be provided. The record will not be added without:

- license number/certificate number
and
- the teacher's first and last name

The name is required for both secondary and postsecondary teachers reported on CTE enrollment reports. The name will be pulled from the ADE Certification database using the actual certification (SSN) number of the teacher. If the course is articulated and no actual certification (SSN) number of the teacher is available on the ADE Certification database, provide the teacher's first and last name and their license number/certificate number. You will enter the first and last name of the teacher who has the primary responsibility and the majority of time teaching the class.

If the course is NOT articulated, then the actual certification (SSN) number must be provided. The actual certification (SSN) number will be **validated** on the ADE Certification database.

Online Course Enrollment Data Entry

The online Course Enrollment web pages (40th Day and 100th Day) have been modified to reflect this business rule. If a school enters an articulated course with a valid Attending CTDS number and Attending Count, the web page will accept **a** valid teacher SSN **or** 9 zeros and a license number/ certificate number **and** the teacher's first and last name to add the record. If a valid teacher SSN is entered, it is **validated** on the ADE Certification database. If a license number/certificate number **and** the teacher's first and last name are entered, this data will be verified by ADE CTE staff.

**200X Secondary CTE Course Enrollment
40th Day**

Course Enrollment Information			
CTDS	School Name		Fiscal Year
12-34-56-001	SAMPLE SCHOOL		200X
Course(1-7 digits)		Description	
1204002		Cosmetology Advanced App	
Enrollment Information			
8th digit of Course Number	<input type="text" value="1"/>	Teacher SSN (no dashes)	<input type="text" value="000000000"/>
Period	<input type="text" value="1"/>	Minutes per week	<input type="text" value="250"/>
Number of Weeks	<input type="text" value="20"/>	Room Number	<input type="text" value="C1"/>
Enrollment Count by Grade			
Grade 09	<input type="text" value="0"/>	Grade 10	<input type="text" value="0"/>
Grade 11	<input type="text" value="5"/>	Grade 12	<input type="text" value="5"/>
Enrollment Count by Gender			
Male	<input type="text" value="0"/>	Female	<input type="text" value="10"/>
Enrollment Count for Special Populations			
Disabled	<input type="text" value="0"/>	LEP	<input type="text" value="0"/>
Econ Disadvantaged	<input type="text" value="0"/>	Private Beauty College	
Single Parent	<input type="text" value="0"/>		
Articulated Enrollment Count			
Attending Count	<input type="text" value="10"/>	Attending CTDS	<input type="text" value="010654202"/>

If no Teacher SSN is available for an articulated course, enter the following:

License Number/Certificate Number			
License#/Certificate#	<input type="text" value="EA111122223333444455556666777"/>		
Postsecondary Teacher Name			
First Name	<input type="text" value="Joe"/>	Last Name	<input type="text" value="Teacher"/>

Articulated Text File Course Enrollment Data Entry

This business rule also exists for Course Enrollment text files (for 40th Day and 100th Day). An articulated course with a valid Attending CTDS number and Attending Count should have **either** a valid teacher SSN **or** 9 zeros and a license number/certificate number **and** the teacher's first and last name. If a valid teacher SSN is not available but a license number/ certificate number **and** the teacher's first and last name is available for an articulated course, put **9 zeroes** in the teacher SSN field in the text record. Always set the teacher SSN field to **zeroes** if it is not available. The **maximum number of characters/numbers for these new fields are:**

- License number/certificate number = 30 characters/numbers.
- First name = 30 characters.
- Last name = 40 characters.
- The Teacher's SSN remains 9 characters – set to **zeroes** if not available.

The new record layout for the text file for articulated courses is available at:

<http://www.ade.az.gov/cte/GrantsMIS/filelayout/CourseEnrollmentArticulated.asp>

EDP DATA FILE DESCRIPTION

CTE 40th and 100th Day Course Enrollment Reporting

FOR COURSES ARTICULATED TO:

COMMUNITY COLLEGE

-OR-

PRIVATE BEAUTY SCHOOL

-OR-

SKILL CENTER

Please remember to put all zeroes (9) in the Teacher's Cert Number (SSN) if it is not available for an articulated course, and include the Teacher's License number/Certification number and first and last name.

Special Needs Counts – Lists the number of Disabled, Limited English Proficient (LEP), Economically Disadvantaged, or Single Parent students who:

- Are eligible to receive special services
- Are in need of special services
- Are receiving special services documented on an Individualized Career and Technical Education Plan (ICTEP)

Note: A student may only be reported in one special population's category. Report using the first category applicable to the student from this list of eligible groups:

Disabled – A student with any disability as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102) as follows:

- A physical or mental impairment that substantially limits one or more of the major life activities of that individual
- A record of such an impairment; or being regarded as having such an impairment
- Who requires assistance to succeed in their CTE program
- Includes those students evaluated under Individuals Disabilities Education Improvement Act (IDEIA) and determined to be in need of special education and related services, and any individual considered disabled under Section 504 of the Rehabilitation Act of 1973

Limited English Proficiency (LEP) – A secondary school student, an adult or an out-of-school youth, who has limited ability in speaking, writing or understanding the English language and:

- Whose native language is not English or
- Who lives in a family or community environment in which a language other than English is the dominant language.

Economically Disadvantaged – A family or individual including foster children, whom the Local Education Agency identifies as low income (on the basis of uniform methods described in the State ESEA plan). Examples of eligibility definitions include

- Annual income at or below the official poverty line
- Eligibility for free school lunch
- Eligibility for Aid to Families with Dependent Children or other public assistance programs and
- Eligibility for participation in programs assisted under Title I of the WIA

Single Parent – Any individual who:

- Has custody and
- Responsibility for the support and care of one or more dependent children under the age of eighteen in the same residence

Note: For eligibility purposes, a person who provides child support but no custodial care is not considered a single parent. Single pregnant women are eligible for services.

Total – Lists the total number of students enrolled in the course. This total must be equal to the same number as adding together (a) males and females and (b) grades 9, 10, 11 and 12.

Shared District Instruction – The term used to describe enrollment when a student leaves their campus to attend another school within the district.

Articulated Enrollment Count – The number of students taking the course off-campus in:

- Another school within the district (commonly called Shared District Instruction (SDI))
- Another school district (e.g. attends a Joint Technical Education District (JTED) sponsored course at another secondary district)
- Skill center (e.g. a cosmetology school)
- A college campus (commonly called articulated enrollment, concurrent enrollment, reverse-credit enrollment, or dual-enrollment). The actual details of the type of articulation must be documented in a signed articulation agreement on file

Key Codes – Certain pieces of information in enrollment reporting (text file submissions) are called “Key Codes” because they are unique codes used to identify duplicate enrollment entries. These key codes are:

- CTDS
- Term
- Course code
- Teacher certification number
- Period

Note: If the same five “key codes” have already been entered for a school, a “duplicate transaction” error message appears. Duplicate transaction errors can be resolved by either combining the two entries into one or by adding a new course CIP code by modifying the eighth (last) digit, if available, on one of the entries.

Process for Reporting 40th day and 100th Day Course Enrollment

- Step 1** Choose a method for submitting enrollment information:
- Online at: <http://www.ade.az.gov/PerfMeasures/splash.asp>
 - Email attachment (using text file created by a vendor software, e.g. VDMS/must be in ASCII format) **or**
Email attachment (using text file created by district software/ must be in ASCII format): (non-articulated and articulated)
<http://www.ade.az.gov/cte/GrantsMIS/filelayout/CourseEnrollment.asp>
<http://www.ade.az.gov/cte/GrantsMIS/filelayout/CourseEnrollmentArticulated.asp>
- Step 2** Send an email notification stating the submission is complete and ready to process, include your district name, to CTE at: CTEDataCollection@azed.gov. No changes or corrections can be made after notification is sent, until verification is received by district from CTE.
- Step 3** CTE confirms receipt of the email.
- Step 4** CTE processes the enrollment data.
- Step 5** CTE sends the enrollment report (VOCI 11) verifying the data added to the Course Enrollment Master Print (VOCI 21) file. Districts will receive an enrollment report titled VOCI 11-1 containing all valid records added to the Course Enrollment Master Print file. Some districts may receive an error report titled VOCI 11-2 listing invalid records, not added to the Course Enrollment Master Print file.
- Step 6** Districts must correct any errors listed on the VOCI 11-2, if received. Errors must be corrected using the same format as the original submission:
- Online
 - Email attachment (using text file created by a vendor software, e.g. VDMS/must be in ASCII format) **or**
Email attachment (using text file created by district software - must be in ASCII format): (non-articulated and articulated)
<http://www.ade.az.gov/cte/GrantsMIS/filelayout/CourseEnrollment.asp>
<http://www.ade.az.gov/cte/GrantsMIS/filelayout/CourseEnrollmentArticulated.asp>
- Step 7** Districts must sign the signature page of each school's VOCI 11-1, and VOCI 11-2, if received, and return it, by the due date, via mail to CTE:
- Arizona Department of Education
CTE Career and Technical Education, Bin 36
1535 West Jefferson Street
Phoenix, Arizona 85007
- Step 8** Repeat Steps 2 through 6 above until all errors are corrected.

Step 9 Using the valid enrollment records added to the Course Enrollment Master Print Report (VOCI 21) file, CTE will check for:

- Valid teacher certification
- Active programs in the school's Program Profile Table

Step 10 CTE will provide districts with potential reports, as applicable, including:

- Improper Teacher Certification Report (VOCI 17)
- FY200X 100th Day Alignment Report
- Course Enrollment Master Print Report (VOCI 21)

Districts may use the online system for submission of Course Enrollment data. Examples of the online 40th and 100th Day Course Enrollment forms are below. Log into the Performance Measures system and select the Enrollment option. Both Course Enrollment and Program Enrollment data may be entered and submitted. The online instructions are included in the web pages. For more information, see the online user manuals at: <http://www.ade.az.gov/cte/EnrollRptgSvc.asp>

User Manuals

NEW! Online Course Enrollment and Verification Instructions – 200X

Online Data Collection website:

<http://www.ade.az.gov/PerfMeasures/splash.asp>

Log into the Performance Measures system and select the Enrollment option.

200X Course Enrollment Forms
40th or 100th Day

- 1. To complete or change Course Enrollment Information, click on Modify for appropriate Course Number.
- 2. Click Here to Add to enter Course Enrollment Information for a course that does not appear in the listing. Click on Delete to delete the record. When the Course Enrollment information is complete, the current date will appear in the Updated box.
- 3. After all Course Enrollment records are complete, you must notify Career and Technical Education by sending an email to: CTEDataCollection@azed.gov

Enrollments for 12-34-56-001 - SAMPLE SCHOOL				+ Add New Record			
Course	Period	Grade Total	Method	Action			Updated
01010010	1	14	CP	View	Modify	Delete	10/24/2009
01010012	2	1	CP	View	Modify	Delete	10/10/2009

Sample

**Verification Reports for 40th day and 100th day
VOCI 11-1 and VOCI 11-2
FY200X 100th Day Alignment Report**

The data, which has been submitted for district 40th Day and 100th Day Enrollment Reports, will be processed and added to the Course Enrollment Master Print Report (VOCI 21). A report verification packet will be mailed including **40th Day or 100th Day Verification Report(s)**. Verify and make any necessary corrections, if needed. Please submit corrections to ADE using the same method as the original submission, either online or by emailing a text file attachment to: CTEDataCollection@azed.gov. The Verification Report will be mailed in one or two sections, if applicable:

A. Records Added to the Course Enrollment File – VOCI 11-1. The enrollment data from a school/district which has been added to the Course Enrollment Master Print file (VOCI 21). Since this data is used to determine funding, it should be reviewed for accuracy. If all the data is correct as submitted, the district will receive only this Verification Report, the VOCI 11-1.

B. Records Not Added to the Course Enrollment File – VOCI 11-2. The district will receive this report if the enrollment data from a school/district cannot be added to the Course Enrollment Master Print file (VOCI 21), due to errors. Since this data is used to determine funding, it is critical that the errors be corrected prior to the deadline. A calendar with specific dates will be available to you annually. Error messages are listed under each line of data on this report, identifying data corrections that need to be made. Some of the common errors are:

- Invalid district or school number
- Invalid course number
- Improper Teacher Certification
- Total does not agree with the sum of the individual grade counts
- Course has minutes outside of the normal range
- Course meets for over 1200 minutes per week

The first page of the Verification Report(s) (VOCI 11-1 and VOCI 11-2, if received) must be signed and returned to ADE.

Note: The 40th and 100th Day Enrollment reports provide essential information affecting program eligibility. It is important that a district submits reports and verifies the accuracy of the reported information by the deadline dates. Due to the need for accurate and timely reporting, CTE funding will be interrupted when a district fails to meet the reporting deadline. Funding resumes when the problem has been corrected. If the problem is not corrected, funding does not resume.

FY 200X 100th Day Alignment Report

The alignment report shows what data CTE has (or does not have) for a program for the current school year. It does not indicate the quality of that data, only the existence of that data.

Every program at a school with any current data reported to CTE will be listed on its own line in the report. Empty columns show what data are still missing for the program on that line. Details are explained by footnotes on each column, and the footnotes are on every page of the report.

The alignment report sent with the 100th day Course Enrollment Verification does not include Concentrator, placement, or program enrollment data – since those data will not yet be due to CTE. The 100th day alignment status is valid only through the 100th day data requirements.

The End-of-Year Alignment report sent with the preliminary and final funding reports lists all required data and reports alignment status. By the end of a school year, each program needs Active NOI, Coherent Sequence, Course Enrollment, Concentrator, Placement and Program Enrollment data. If all these data are current, the program has “Aligned” status.

Action required: submit all required program data that is currently due to CTE. The next alignment report will show updated status for all programs.

The three “articulation” columns in the alignment report do not affect alignment status. They are informative-only and show the attending school as specified in coherent sequence, 40th day, and 100th day data.

Please note that a program’s alignment status is not a statement of approval for funding. The alignment report is a tool to show what data are present, and what data are missing.

Courses in a program with “Aligned” status will not be funded if there is no 11th or 12th grade course enrollment. Courses without a properly certified teacher will not be funded. Courses in a program that consists of only DCE, Internship, or COOP courses will not be funded.

Courses in a program with “Not Aligned” status may be funded if it is just beginning, and doesn’t yet have Concentrators or Placements. Programs without coherent sequence data are “Not Aligned”, but its courses may be funded if all other requirements are met. Coherent sequence data is needed for federal Perkins reporting.

FY 200X 100th Day Alignment Report

CTD 123456
CTDS 123456001

SAMPLE UNIFIED DISTRICT
SAMPLE HIGH SCHOOL

Program	Program Title	NOI	Coherent Sequence	Articulate Fed. BG	Articulate 40th Day	Articulate 100th	CE 40th	CE 100th	Non-Coop	Coop CP	Coop-Only	Reports NOI-BG-CE
470600	Automotive Technology	01/01/1995	6		090601001	090601001	8	7	13	2		Aligned
520200	Business Mgmt & Admi	04/01/2004	3				7	9	10	6		Aligned
460400	Construction Technol	01/01/1995	4		090601001	090601001	4	4	6	2		Aligned
120400	Cosmetology	04/01/2001	2		090601001	090601001	2	2	4	0		Aligned
120500	Culinary Arts	01/01/1995	3				5	5	8	2		Aligned
430200	Fire Science	No Profile	2		090601001	090601001	1	1	2	0		Not Aligned
100300	Graphic Communicatio	04/01/2001	5				6	7	10	3		Aligned
511600	Nursing Services	04/01/2001	2		090601001	090601001	2	2	4	0		Aligned
480500	Welding Technology	04/01/2003	4		090601001	090601001	5	5	8	2		Aligned

Sample

Note 1: "Coherent Sequence" column displays how many courses were reported as planned (by the district) to be taught for this program, this school year.

Note 2: CTDS of where a program's students are articulated (to) are copied from the BG Coherent Sequence, 40th-day course enrollment, and 100th-day course enrollment. (all three should be the same)

Note 3: "CE 40th", "CE 100th", "Non-Coop", and "Coop CP" have the number of courses (career preparation) reported in this school year's course enrollment.

Note 4: Program has **only** DCE, Internship, or COOP courses in this school year. The "Coop-only" column shows "Error". These particular programs are not fundable.

Note 5: As of 100th-day verification, the "Reports" column has "Aligned" status if the program has an active NOI, coherent sequence, and any course enrollment. Otherwise, the program is "Not Aligned"

Thursday, March 15, 200X

RECORDS ADDED TO THE CTE ENROLLMENT FILE

PLEASE MAKE ANY CHANGES IF REQUIRED. AS A REMINDER, ALL CORRECTIONS NEED TO BE MADE IN THE FORMAT THAT WAS USED FOR ORIGINAL SUBMISSION. THE SIGNED SIGNATURE PAGE MUST BE RETURNED TO:

ARIZONA DEPARTMENT OF EDUCATION
CAREER AND TECHNICAL EDUCATION
MANAGEMENT INFORMATION SERVICES UNIT, BOX 36
1535 WEST JEFFERSON STREET
PHOENIX, AZ 85007
(602) 542-5486

I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND THAT DOCUMENTATION WILL BE MAINTAINED FOR AUDITING AND MONITORING PURPOSES.

SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL _____

PHONE -----

NUMBER OF
STUDENTS
TAKING CTE.
COURSES IN
ANOTHER SCH.
AND SCH. NO.

TRAN CODE	COURSE CODE	COURSE TITLE	TERM	PER	MIN WEEK	NO OF WKS	ROOM	TECH PREP	CERTIFICATE TEACHER'S NAME	NO. DISABL	SPECIAL NEEDS					ENROLLMENT COUNTS					TOTAL COUNT AND SCH. NO.	
											LEP	ECON	DIS	SP	M	F	09	10	11	12	TOTAL	COUNT
A	12.0500.10	Culinary Arts Funda	1	2	0430	18	0258	Y	XXXXXXXXX OLSON	000	000	000	000	0008	0005	000	009	002	002	0013	0000	0000000000
A	12.0500.10	Culinary Arts Funda	1	4	0430	18	0258	Y	XXXXXXXXX OLSON	002	000	001	000	0011	0009	000	013	005	002	0020	0000	0000000000
A	12.0500.75	Culinary Arts- Inte	1	5	1100	18	0415	Y	XXXXXXXXX NEU	000	000	000	000	0000	0001	000	000	000	001	0001	0000	0000000000
A	15.0600.10	Fundamentals of Ind	1	2	0430	18	0294	N	XXXXXXXXX STEELE	003	000	001	000	0020	0004	000	012	006	006	0024	0000	0000000000

Sample

COUNTY:
DISTRICT:
SCHOOL:

RECORDS NOT ADDED TO THE CTE ENROLLMENT FILE

PLEASE MAKE ANY CHANGES IF REQUIRED. AS A REMINDER, ALL CORRECTIONS NEED TO BE MADE IN THE FORMAT THAT WAS USED FOR ORIGINAL SUBMISSION. THE SIGNED SIGNATURE PAGE MUST BE RETURNED TO:

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PHONE - - - - -

NUMBER OF
STUDENTS
TAKING CTE.
COURSES IN
ANOTHER SCH.
AND SCH. NO.

TRAN	COURSE	CODE	MIN	NO	ECON	ENROLLMENT COUNTS										AND SCH. NO.						
CODE	COURSE	TITLE	TERM	PER	OF	TECH	CERTIFICATE	NO.	DIS	ADV	SP	M	F	09	10	11	12	TOTAL	COUNT	CTDS		
A	15.0800.75		1	5	1100	18	0415	N	XXXXXXXXXX	000	000	000	000	0001	0001	000	000	000	002	0002	0000	0000000000
	*****								NEU													
	****	THE COURSE CODE IS MISSING OR INVALID																				

Sample

CTD:
COUNTY:
DISTRICT:
SCHOOL:

SCH:

RECORDS ADDED TO THE CTE ENROLLMENT FILE

THE FOLLOWING INFORMATION REFLECTS THE ENROLLMENT DATA SUBMITTED BY YOUR DISTRICT.
PLEASE REVIEW IT FOR CORRECTNESS.

PLEASE MAKE ANY CHANGES IF REQUIRED. AS A REMINDER, ALL CORRECTIONS NEED TO BE MADE IN THE FORMAT THAT WAS
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DATE

SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

CONTACT PERSON -----

PHONE -----

NUMBER OF
STUDENTS
TAKING CTE.
COURSES IN
ANOTHER SCH.
AND SCH. NO.

										SPECIAL NEEDS															ANOTHER SCH.	
TRAN		COURSE		CODE		MIN		NO		ECON		ENROLLMENT		COUNTS		AND		SCH. NO.								
				PER		OF		TECH		DIS																
CODE	COURSE	TITLE	TERM	PER	WEEK	WKS	ROOM	PREP	TEACHER'S NAME	DISABL	LEP	ADV	ADV	SP	M	F	09	10	11	12	TOTAL	COUNT	CTDS			

A	12.0500.10		2	2	0430	18	0258	Y	XXXXXXXXXX	000	000	000	000	0008	0005	000	009	002	002	0013	0000	0000000000				
	Culinary Arts Funda								OLSON	CR																
A	12.0500.10		2	4	0430	18	0258	Y	XXXXXXXXXX	002	000	001	000	0011	0009	000	013	005	002	0020	0000	0000000000				
	Culinary Arts Funda								OLSON	CR																
A	12.0500.75		2	5	1100	18	0415	Y	XXXXXXXXXX	000	000	000	000	0000	0001	000	000	000	001	0001	0000	0000000000				
	Culinary Arts- Inte								NEU	MD																
A	15.0600.10		2	2	0430	18	0294	N	XXXXXXXXXX	003	000	001	000	0020	0004	000	012	006	006	0024	0000	0000000000				
	Fundamentals of Ind								STEELE	JR																

REPORT NAME: VOCI 11-2 ERROR REPORT ARIZONA DEPARTMENT OF EDUCATION REPORT DATE: 03/16/XX
100TH DAY CAREER AND TECHNICAL ENROLLMENT VERIFICATION REPORT PAGE 1
SCHOOL YEAR 200X-200X

CTD: SCH:
COUNTY:
DISTRICT: *RECORDS NOT ADDED TO THE CTE ENROLLMENT FILE*
SCHOOL: -----

THE FOLLOWING INFORMATION REFLECTS THE ENROLLMENT DATA SUBMITTED BY YOUR DISTRICT.
PLEASE REVIEW IT FOR CORRECTNESS. BASIC ERRORS HAVE BEEN UNDERLINED, AND ERROR MESSAGES INCLUDED.
RECORDS WITH ERRORS WILL NOT BE ADDED TO THE ENROLLMENT FILE AND THE STUDENTS WILL NOT BE COUNTED FOR FUNDING.

PLEASE MAKE ANY CHANGES IF REQUIRED. AS A REMINDER, ALL CORRECTIONS NEED TO BE MADE IN THE FORMAT THAT WAS
USED FOR ORIGINAL SUBMISSION. THE SIGNED SIGNATURE PAGE MUST BE RETURNED TO:

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DATE SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

CONTACT PERSON ----- PHONE -----

NUMBER OF
STUDENTS
TAKING CTE.
COURSES IN
ANOTHER SCH.
AND SCH. NO.

										SPECIAL NEEDS															ANOTHER SCH.	
TRAN COURSE CODE				MIN	NO					ECON				ENROLLMENT COUNTS						AND SCH. NO.						
CODE COURSE TITLE		TERM	PER	WEEK	WKS	ROOM	PREP	TEACHER'S NAME	DISABL	LEP	ADV	SP	M	F	09	10	11	12	TOTAL	COUNT	CTDS					

A	10.0300.32	2	1	0425	18	0026	Y	*****	000	000	000	000	0012	0000	000	005	006	002	0013	0000	000000000					
Graphic Arts II								AFINOWICH	KM						****	****	****	****	****	****	****					
**** THE SUM OF (GRADES 9-12) AND THE SUM OF (MALE + FEMALE ENROLLMENT) ARE NOT EQUAL																										
**** THE SUM OF MALE + FEMALE ENROLLMENT DOES NOT EQUAL TOTAL ENROLLMENT																										

Sample